



DEPUTY COUNTY ADMINISTRATIVE OFFICER (Operations/Administration)

***Starting Annual Salary \$87,500 - \$95,000 (DOQ)**

Fresno County invites experienced administrators with a broad-based perspective of governmental organization and development to apply for this key position. This is a highly visible, challenging, and unique position offering opportunities to demonstrate leadership, organizational and creative abilities.

Position Overview

Under administrative direction of the County Administrative Officer (CAO), the Deputy CAO oversees and manages the operational and management services activities of the County Administrative Office. Organizationally, the Deputy CAO is responsible for planning, developing, directing, and coordinating administrative functions for systems of departments within the County organization. The incumbent recommends, develops, and implements policies, procedures, administrative orders, resolutions, directives, and legislative activities. Duties also include interviewing, selecting, and supervising staff; appearing before the Board of Supervisors to present policy recommendations; and representing the County in meetings with community agencies, commissions, committees, and the public. The Deputy CAO is appointed by, reports to, and serves at the pleasure of the Administrative Officer.

Generous Benefits Package

- Excellent Retirement Plan under the County Employees Retirement Law of 1937 (2.5% at age 55, 3.27% at age 60). The Plan has reciprocity with the California PERS Plan. Employees are also covered by Social Security.
- Health Benefits package includes: Medical/Dental/Optical/Prescription Drugs; choice of three (3) health plans; no out-of-pocket premium expense for employee-only coverage; and partial dependent coverage is also provided.
- Long Term Disability and Life Insurance.
- Deferred Compensation Plan - County sponsored tax-sheltered savings plan.
- Eleven paid holidays per year.
- Paid "Time-Off" - Vacation and Sick Leave.
- Flexible Premium and Spending Account Program - Employees may pay for certain expenses with pre-tax dollars.
- Optional insurance plans that provide reduced group rates including disability, life, automobile, home, and legal services for employees, spouses, and dependent children.
- Employee Assistance Program - Confidential professional counseling and referral services.
- Fresno County Federal Credit Union - All county employees can take advantage of low interest rates, no annual fees for checking accounts, direct deposit, and many other services.

**This position is included in the Fresno County Senior Management Compensation Plan, a performance-based compensation system. (This is a civil service exempt position.)*

Position Requirements

Possession of a Bachelor's Degree that is acceptable within the United States' college or university system and at least three (3) years of full-time, paid experience in a senior or management capacity involving development and analysis of organizational structures, staffing patterns, and systems and procedures.

Application/Selection Process

1. To apply, please submit:

- A completed Fresno County Application and a Comprehensive Resume (including salary history and the names, addresses, and telephone numbers of three (3) professional references).
- Materials must be submitted by 5:00 p.m., Friday, December 12, 2003. (Visit our Website for information regarding electronic application submittal.)

2. A Qualifications Appraisal Panel may be convened to evaluate the candidates' education, experience, and personal qualifications, based on materials submitted, to determine the most qualified candidates that will participate in an interview process. The top candidates will be invited to an interview with the County Administrative Officer.

3. A full background/reference check process may be conducted for the top candidate(s) who interview with the County Administrative Officer.

The salary and benefits described herein do not represent a contract and may be changed without notice.

Inquiries and Applications Should Be Directed To:

Rosemary Kennedy
Fresno County Personnel
2220 Tulare Street, 14th Floor
Fresno, California 93721
(559) 488-3364
TDD: (559) 262-4833
FAX: (559) 488-3325

Or visit our Website at www.co.fresno.ca.us

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